

MADERA COUNTY

PARKS AND PUBLIC FACILITIES DIRECTOR

DEFINITION

Under general administrative direction of the Resource Management Agency Director and Deputy Resource Management Agency Director, to plan, direct, manage, and oversee the programs, functions, and operations of the Parks and Public Facilities Department; to oversee Special District services and County service areas, parks and grounds maintenance, building maintenance and safety, and solid waste services; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical, maintenance, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, directs, manages, and oversees the functions, programs, and operations of the Parks and Public Facilities Department; selects, directs, supervises, trains, and evaluates assigned staff; inspects and evaluates the adequacy of public facilities, including buildings, parks and grounds maintenance activities; prepares recommendations for grants; may oversee construction projects for facilities modifications or construction; develops and administers assigned budgets, prepares budget requests, and controls expenditures; directs the collection of recreation related fees, charges, and lease agreements for County facilities and parks; represents the Parks and Public Facilities Department to the public, community organizations, and other government agencies; ensures proper provision of services by Special Districts and within County service areas; oversees the development and implementation of contracts for solid waste disposal and pest control; assumes responsibility for County parks and building maintenance functions; participates on a variety of boards, committees, and commissions; conducts public information activities; attends and participates in professional group meetings; oversees the preparation of and prepares reports and presentations on assigned functions and activities; maintains contact with the press and community organizations; oversees and participates in the development and implementation of Parks and Public Facilities Department goals, objectives, policies, and priorities; interprets and explains Parks and Public Facilities Department programs, policies, and activities; assesses and recommends solutions to complex problems affecting Department operations and functions.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics and functions of parks and public facilities programs.
Principles and techniques of management and program administration.
Principles and practices of supervision, training, and performance evaluation.
Pertinent Federal, State, and local laws, codes, and regulations relating to special districts and County service areas.
Principles and practices of budget development, preparation, and expenditure control.
Principles and practices of grant proposal preparation and grant administration.
Principles of contract and project management.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Plan, direct, manage, and oversee the programs, functions, and operations of the Parks and Public Facilities Department.
Supervise, train, and evaluate the work of assigned staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Develop and administer an assigned budget and control expenditures.
Prepare and present accurate and comprehensive reports and recommendations.
Effectively represent the Parks and Public Facilities Department to the public, community organizations, and other government agencies.
Prepare grant proposals and administer grant programs.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven (7) years of progressively responsible facilities/parks experience, including three (3) years of management or administrative experience.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in Public Administration, Engineering or a closely related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 25 lbs.; exposure to outdoors; ability to travel to different sites and locations.

Effective Date: June, 2003